

**WESTWOOD FREE PUBLIC LIBRARY
MINUTES
BOARD OF TRUSTEES MEETING**

MEETING DATE: Tuesday, May 24, 2016

CALLED TO ORDER: at 7:32 p.m. by Dennis Farrell.

PRESENT: Martha Urbiel (MU), Dennis Farrell (DF), Barbara Stewart (BJS), Mike Violano (MV), Frank Zimmerman (FZ), Bev Karch (BK), Vince Fitzgerald (VF), and Beth Dell (BD).

SUNSHINE LAW: Read by DF.

PUBLIC FORUM: No members of the public were present.

MINUTES: A motion to accept the minutes of the April 26, 2016 meeting with two corrections was made by BK; seconded by VF. The motion carried.

TREASURER'S REPORT: The treasurer's report was presented by DF. Total checking and cash management funds are \$167,175.59. A motion to accept the treasurer's report was made by VF and seconded by FZ. The motion carried.

The current bills list (5503-5522) was read. A motion to accept the bills list was made by VF; seconded by BK. The motion carried.

COMMITTEE REPORTS: None.

CORRESPONDENCE: None.

DIRECTOR'S REPORT: MU reported that all regular and special programs for adults and children were conducted including book club meetings, a computer basics course, and parent child book groups.

An International Awards Dinner for the Literacy Volunteers of Pascack Valley was held and enjoyed by all who attended.

New lights for the front garden have been donated by the friends of Dawn Finn.

Envisionware has been installed to manage patron use of the library computers; the program requires use of library cards to track internet sessions for state reporting. Envisionware was purchased through funds from the Friends of the Westwood Library.

The Library staff participated in training programs for gmail and social media using Lyndapro.com.

Kat Vander Wende and Janet Dunne attended the NJLA conference in Atlantic City through funds from the Friends of Westwood Library.

PRESIDENT'S REPORT: None.

OLD BUSINESS:

MU announced that she is the chair of a creative team for Sustainable Jersey Certification. The first meeting has been held including Council person Beth Dell and members from education, the hospital, Westwood businesses and two artists. BJS asked if the local newspapers have been notified or invited to cover the meetings. MU responded that the media has not yet been involved.

Plans for renovation of the area behind the circulation desk are proceeding. VF asked if there are plans to replace the florescent lighting in the Library and if needed improvements and renovation of the public restrooms is also included.

NEW BUSINESS:

The summer reading program starts June 24th. Susan Beth Pfeffer, the author of *Life as We Knew It*, the One Book Westwood selection the year, will come to the Library at the conclusion of the summer reading program.

BUDGET DISCUSSION:

BD reported the Library budget has been approved for \$701,000 for 2016; the amount is the 1/3 mil and \$51,000. This represents approximately \$143.00 per household in Westwood. Trustee discussion followed regarding the impact on Library staffing, hours and programs. The intent to start the budget process earlier for next year was stated by BD and trustees agreed that this would be a positive change compared to getting budget approval or decision in mid-year.

MEETING ADJOURNED: A motion to adjourn was made by VF; seconded by BJS. The meeting was adjourned by DF at 8:28 p.m.